

Executive Committee



Jared Vega, Planning Council Chair

Thursday, May 6, 2010
5:00 pm to 6:30 pm
Public Health
4041 North Central Avenue, Phoenix
14th Floor, Training Room

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Meeting Minutes

Attendance

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Carlos Perez	EX	Jared Vega	AT	Jonathan Harris	AT	Keith Thompson
			Mary Rose				
AT	Larry Stähli	ALT	Wilcox	AT	MiAsia Pasha	AT	Randall Furrow
			<i>alt: Mark Kezios</i>				
AT	Ron Hill						

Committee Representatives

None

Administrative Agent Staff

Rose Conner Jen Hawkins

Guests

Support Staff: John Sapero

MEETING MINUTES continued

Welcome, introductions and declarations of any conflicts-of-interest

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Randall Furrow determined that quorum was established with eight of nine members present at 5:00 pm.

Review of the minutes and action items from the prior committee meeting

The committee silently reviewed the summary minutes from the April 1, 2010 meeting. John Sapero noted that the date of the March meeting, as discussed on page 2, was incorrect.

Council Chair Update

Randall Furrow discussed he would preside over the meeting, as Jared Vega was not able to attend.

Administrative Agent update

Rose Conner discussed:

Part A Grant Year 2009 Closeout Update

The AA's office is finalizing the financial closeout for the Part A 2009 grant. Final date for closeout is May 29, 2010. The final report will be provided to the Planning Council at the June meeting.

Part A Grant Year 2010 Opening

Total Award	\$7,995,260
Direct Services	\$6,796,243
Allocated to providers	\$6,351,824
Funds remaining for allocations	\$444,419

Services categories expected to need additional allocations in 2010:

Oral Health	\$370,000
Medical Nutrition	\$20,000
Food Services	\$30,000
Possible needs	\$420,000

The AA will monitor billings on a monthly basis and provide recommendations to the Planning Council in September 2010 for possible reallocations.

Reallocations

This item was tabled.

Minority AIDS Initiative (MAI) Funding

Rose Conner discussed the AA would like the committee to consider approving the implementation of a targeted outreach pilot that would engage recently released individuals and return them to primary medical care upon release from the county jail system. A second pilot would improve connecting individuals identified through Partner Services into care. Finally, a social marketing initiative would provide clients with greater awareness of HIV services in the EMA.

Rose provided an overview of a series of meetings that occurred among providers and community stakeholders to identify challenges and successes with the current outreach process. The outcome of these meetings was an improved knowledge of the roles and responsibilities of case management and outreach providers, and insight into barriers and gaps that challenge these providers to engage people into care.

Rose then provided an overview of the Minority AIDS Initiative program proposal. Rose noted the Phoenix EMA received the largest increase in MAI funding of all Part A grantees (66%).

In Reach Pilot:

MAI Outreach providers working with primary medical care and/or case management to identify people who have been out of care for six months or more

The Outreach and MAI Funding Proposal:

- Non-medical case management
- Hispanic focused (1 FTE MAI)
- African American-focused (1 FTE MAI)

Outreach funds (Part A and MAI):

- Street Outreach (Hispanic focused – 1 FTE MAI, African American – 1 FTE MAI, MSM – 1 FTE Part A)
- Targeted Outreach (Partner Services – 1 FTE MAI, Jail Outreach – 1 FTE MAI)
- Medical Case Management (Jail medical case manager – 1 FTE MAI)

Social Networking:

- Utilizing technology to provide information about Part A services and counseling and testing sites

MEETING MINUTES *continued*

MiAsia Pasha asked if this proposal would impact existing providers/funding. Rose replied that existing providers would not be excluded from the pilot, and clients would be directed to the best providers for their needs.

The AA recommended the following MAI allocations:

Medical Case Management	\$75,000 (Jail - 1 FTE)
Non-medical Case Management	\$160,000 (Current MAI FTE)
Outreach	\$141,867 (Current MAI and Part A FTE)
	\$376,867

MOTION: Larry Stähli moved to accept the proposed MAI funding. MiAsia Pasha seconded.

DISCUSSION: Jonathan Harris asked if individuals who are released, and then return to jail are considered to be in care. Rose Conner replied that this would need to be researched.

Ron Hill asked how clients would be identified in CAREWare. Rose Conner replied that the CAREWare system would be updated to track this information.

Keith Thompson and Mark Kezios voiced support of the proposal.

OUTCOME: The motion passed.

Changes to County food procurement guidelines

John Sapero discussed that Maricopa County established guidelines for food purchases, which included maximum costs per person. Additionally, food purchases had to receive prior approval before they could be made, and requests could no longer blanket all of the purchases made by a program over the course of a year. John noted that requests had to be submitted at least a week in advance, and may not get approved in time to order for pop-up meetings the Council sometimes scheduled. John discussed the greatest impact would be on providing bottled waters at meetings, as the new process would make it burdensome to obtain approval and purchase water for each meeting.

Rose Conner noted that on a recent HRSA conference call, it was announced that no food would be served at the Ryan White Grantee conference.

Assessment of the Administrative Mechanism

John Sapero provided an overview of the annual Assessment of the Administrative Mechanism, which evaluates the efficiency and effectiveness of the provider invoicing and payment process, and the Administrative Agency's ability to implement Planning Council directives and instructions. John discussed that the Council had developed a three-year assessment plan that would complete the

MEETING MINUTES *continued*

assessment as described and evaluate progress toward addressing any recommendations made each year. The Council could alternatively choose an optional assessment, which evaluates the effectiveness of services offered by the Part A program.

MOTION: Keith Thompson moved to complete the Assessment of the Administrative Mechanism according to the established three-year plan. Mark Kezios seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Committee/Work Group reports

Allocations: No report was provided.

Community Health Planning & Strategies Committee: Larry Stähli discussed that the committee will review the progress of the EMA-wide needs assessment and discuss the impact of recent changes to health care reform on services in the EMA.

Education & Empowerment: Jonathan Harris discussed the Learn+Link+Live event has 98 people registered. Jonathan thanked E&E members for their recruitment efforts. Randall Furrow discussed Ron Hill had done an outstanding job recruiting participants at the weekly Joshua Tree Feeding program luncheons.

Membership: Randall Furrow discussed the committee will present a new member orientation that will run concurrently with their next meeting.

Rules: No report was voiced.

Standards: No report was voiced.

Determination of agenda items for the next Planning Council meeting

Planning Council Agenda Items (in addition to the recurring agenda items)

Membership

MAI

Learn+Link+Live update

MEETING MINUTES *continued*

Action Items to be completed by the next meeting:

Task	Assigned To

Current events summaries

No comments were voiced.

Call to the public

No comments were voiced.

Adjourn

The meeting adjourned at approximately 5:45 pm.